

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OF-102	
1. TITLE OF REPORT (if a fill-in report include Form No.) Certification of Valid Obligations for Current Fiscal Year					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING		ADMIN. GENERAL	
		LOGISTICS	SECURITY		OTHER (specify)	
		MEDICAL	X FINANCE			
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually		6. DISTRIBUTION (No. of components not number of copies) 2		
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <input checked="" type="checkbox"/> YES    IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT OFN		
10. PREPARING COMPONENT (include lowest level contributing information to report) OF/SS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR	
GS-10	\$ 5.75	1/4	\$ 1.44	1	\$ 1.44	
GS-13	9.94	<u>1/4</u>	<u>2.49</u>	1	<u>2.49</u>	
		1/2	\$ 3.93		\$ 3.93	
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR      \$ 3.93						
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
OFN requires submission of certification to Accounts Division that current FY obligations are valid and properly documented. This enables PPB to report same to BOB.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) to be determined by OF <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS MAN-HOURS      DOLLARS	
15. DATE OF INVENTORY		16. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110034-8				17. EXTENSION